



## Course Outline

### Speed Reading

This one-day course is aimed at those who have a large amount of reading to do as a part of their job, and would like to be able to get through it quicker, but without losing any comprehension.

The course covers the mechanics of reading and then shows several techniques for increasing reading speed without reducing comprehension. As with many similar things practice is the key and this cannot be done in a day, but we are usually able to double a person's reading speed if they do take away the techniques shown and put in a little practice.

The content shown below is for our scheduled course and can be customised to suit your requirements if you are making a company booking, or for us to come to you. Please call to discuss details. All courses are Instructor-Led and Interactive and we like to keep delegate numbers to a maximum of 8 to ensure that all delegates get the most benefit from the course.

#### Contents

##### A brief history of speed reading

##### Identifying reading methods

- Self vocalisation
- Word by word
- Phrases
- Assumption
- Skimming

##### Eye movements

- Fixations
- Back-skipping / Regression

##### Environmental Factors

- Lighting
- Materials
- Comfort
- Height of desk
- Distance
- Posture
- Environment

##### Eye Guiding

- Hand
- Pointer

##### Meta Guiding

- Line
- S
- Vertical Sweep
- Vertical

##### Skimming and Scanning

- Comprehension reduced
- Searching for information
- Looking for shapes / structures

##### The Metronome method

- Timing device
- Enforces pace
- Computer scrolling

##### Methods for Increased Concentration

- Diet
- Hydration
- Fitness
- Mind exercises
- Timing – Energy Cycle
- Breaks

##### Concluding Remarks